



Increase Your International Sales

Webinar & Export Documentation Checklist

Documentation Checklist

Prepare your documents to meet the necessary standards for exporting.

Invoice Requirements

- ☐ Invoice number
- ☐ Invoice date
- ☐ Purchase order number
- ☐ Description of goods and services
- ☐ Amount of invoice
- ☐ Local address of borrower
- ☐ Supplier (exporter) address in U.S.

Preferably street address, no P.O. boxes

Bill of Lading (BoL) Requirements

- ☐ Includes the phrase 'Bill of Lading'
- ☐ Bill of Lading number
- ☐ Supplier (U.S. exporter) name
- ☐ Buyer outside of the U.S. name
- ☐ Shipment originates in ECA country
- ☐ Shipment location matches supplier's address
- ☐ Shipment ends in local country
- ☐ Shipment date
- ☐ Shipping method (air, rail, truck, sea/maritime)
- ☐ Signature of carrier or carrier's agent



Preventing Fraud

Be aware of warning signs and lesson the chances of fraud.

Verify Buyer Information

- ☐ Street address and phone number
- ☐ Website content and email address
- ☐ OFAC sanction list
- ☐ Proof of identity (e.g. passport)
- ☐ Credit report or bank reference
- ☐ Audited financial statements from accredited accounting firm
- ☐ Verbal confirmation with the buyer

Common Warning Signs

- ☐ Falsified invoice or shipping documents
- ☐ Fraudulent financial statements
- ☐ Price padding to inflate value on purchase order or invoice
- ☐ Area code 305 (Miami, FL) or 915 (El Paso, TX)
- ☐ Perfectly identical signatures
- ☐ Inconsistencies in documents

Examples: vague product descriptions, price changes across invoices, varying quantities of goods, changing fonts/sizes, etc.



Protection Checklist

Protect your foreign receivables and increase your competitiveness with EXIM insurance.

Single-Buyer Insurance

Covers up to 90% of direct or indirect export sales with no deductible, thus allowing exporters to extend payments to buyers for up to 180 days.

- ☐ Credit report dated six months of application
- ☐ Same line of business for at least 3 years
- ☐ No material adverse conditions
- ☐ Buyer creditworthy according to EXIM underwriting
- ☐ Sale to one buyer (once or ongoing)

Multi-Buyer Insurance

Insures up to 95% of eligible accounts receivable against non-payment; perfect for small businesses as it has a fixed premium globally and approval within ten business days.

- ☐ In business for least one year
- ☐ U.S. content is greater than 50%
- ☐ Goods ship from United States
- ☐ Up to ten foreign buyers

